SPHERE

Secure Public Health Electronic Record Environment

SPHERE Data Entry
for the
Early Childhood Systems
MCH Core Competencies

Wisconsin Department of Health Services
Division of Public Health
Bureau of Community Health Promotion
Maternal and Child Health Program

MCH Core Competency - Important Things to Remember

- **The MCH Core Competencies tool is required for all agencies with a MCH Contract for the Early Childhood Systems objectives.**
- **Only one (1) MCH Core Competency tool needs to be completed per agency even if your agency is doing both Initiatives – Wisconsin Healthiest Families Initiative (WHFI) and Keeping Kids Alive (KKA).**
- **The tool must be completed as a measurement of <u>agency</u> competencies not <u>individual</u> competencies. Therefore only <u>one</u> will be completed in SPHERE per agency.**
- **There are no role restrictions as to who can access this screen in SPHERE.**
- **Initial completed and marked as 'Completed' by January 31, 2013.**
- **Discussed during mid-year review.**
- **Updated by selecting 'Add New' in SPHERE throughout the year.**
- **Must be updated in SPHERE and marked as 'Final for Contract Year' by contract reporting deadline (January 31, 2014).**
- **For the tool to be marked as 'Final for Contract Year' all competencies that your agency <u>plans to work on this contract year</u> must have an explanation for how the competency will be developed or applied to its work.**
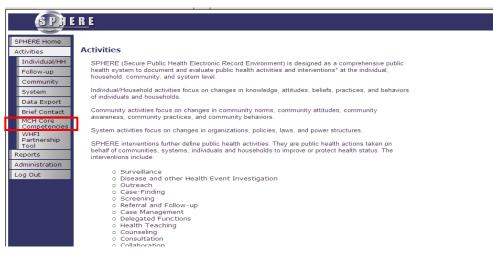
MCH Core Competency Data Entry in SPHERE

Accessing the Tool in SPHERE:

This screen is its own tab on the left-hand menu called **MCH Core Competencies**. Once you click on '**Activities**' you will see the tab for MCH Core Competencies.

Once you click on the Activities tab you will get the following dropdown menu and you will see the MCH Core Competencies tab:
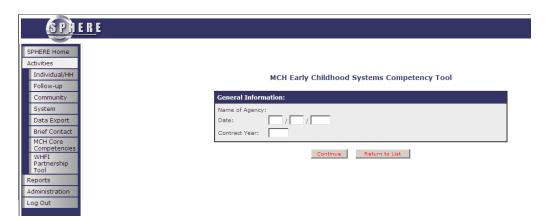
Once you click on the MCH Core Competencies tab you will get the following screen:

Next you will click on 'Add new':

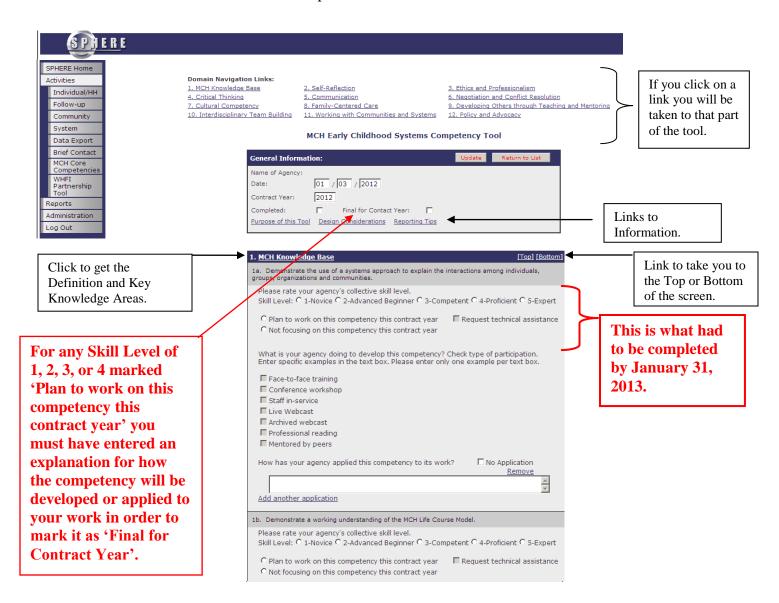**You will then get the following screen:**

On this screen you will enter the Date and the Contract Year in which you are doing the MCH Core Competencies tool.

Once you have entered those fields you will have two options: 'Continue' or 'Return to List'. At this point if you click on 'Return to List' you will have lost the information that you have entered. So after entering the date and contract year you will want to click on 'Continue'. If you click on 'Continue' without having information filled in on this screen you will get the following messages:
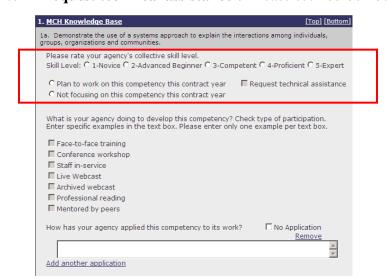

Once you have the 'Date' and 'Contract Year' completed and you click on 'Continue' you will be taken to the screen that contains all of the MCH Core Competencies:
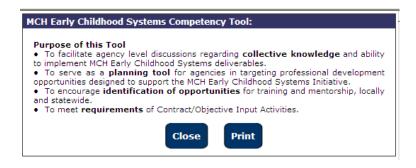
NOTE: The following information had to be entered by January 31, 2013 – **Skill Level** and whether you **'Plan to work on this competency this contract year'** or **'Not focusing on this competency this contract year'.**
Agencies also had the option to – **'Request technical assistance'.** Please see red box below for this information.
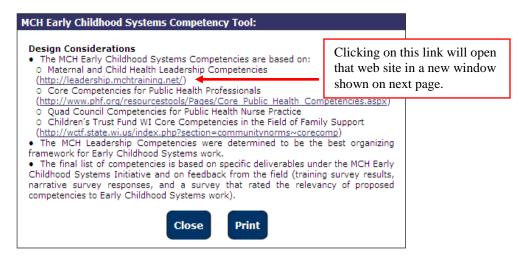

Example of when you click on a link such as **Purpose of this tool** you will get the following information:
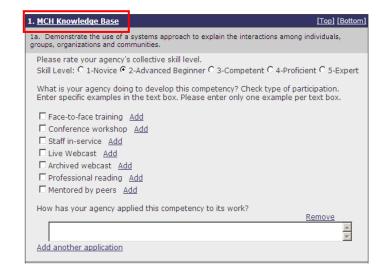

Note: You will always be provided with the option to **Print** the information.
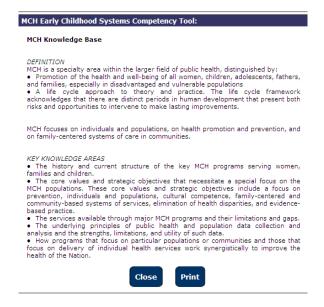
Some of the information contains links to websites. Clicking on this link will open that web site in a new window as shown in the example below and at the top of the next page.

Clicking on a Domain such as **MCH Knowledge Base** will provide you with the **Definition** and the **Key Knowledge Areas** as shown in the example below:
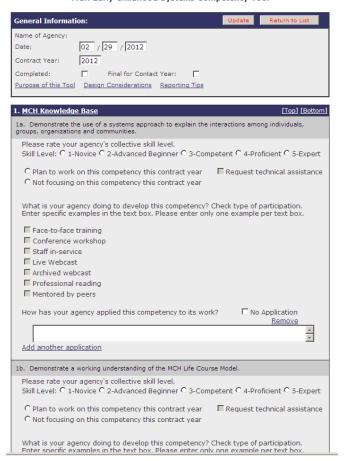

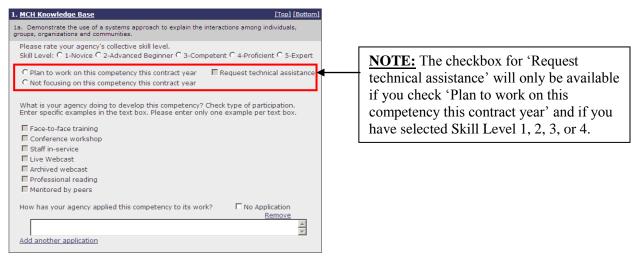**Note:** You will always be provided with the option to **Print** the information.

Entering data for each competency:

You will first be required to enter the **Skill level**. The definitions for the 'Skill level' can be found under **Reporting Tips**.
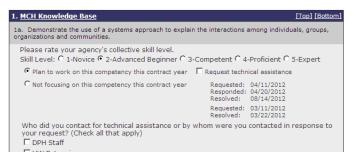

After you have entered the skill level and if you have entered a level of 1, 2, 3, or 4 you will need to answer whether you '*Plan to work on this competency this contract year*' or '*Not focusing on this competency this contract year*'. **NOTE:** This is the requirement for being able to mark the tool as complete. There is also an option for 'Request technical assistance' if you select '*Plan to work on this competency this contract year*'. Selecting "Request technical assistance" will initiate a follow-up request to MCH Central and Regional Office staff.

NOTE: The checkbox for 'Request technical assistance' will only be available if you check 'Plan to work on this competency this contract year' and if you have selected Skill Level 1, 2, 3, or 4.

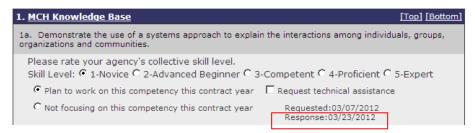## Requesting Technical Assistance::

- Date of request and reply are recorded and repeat requests for assistance may be made as shown on the screenshot below:
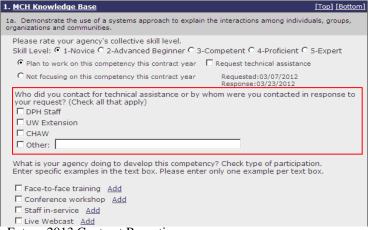

- When you select that you *'Plan to work on this competency this contract year'* you have the option to select '**Request Technical Assistance**'. If you check the box for '**Request Technical Assistance**' an e-mail will be automatically generated to the MCH Central Office Negotiator and the Regional Office Staff person for your particular region. When the box is checked the date of the request will be displayed on your screen as shown in the example below:
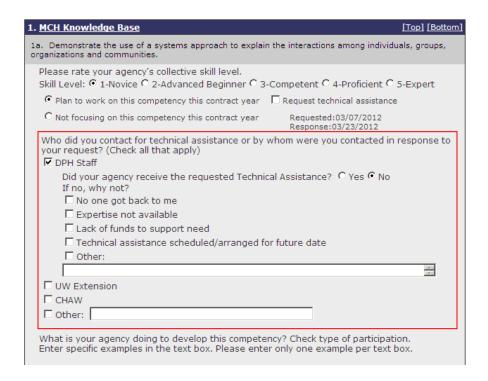

MCH Central and Regional Office staff have a screen in SPHERE that will display the agencies requesting technical assistance and what competencies they are requesting technical assistance for. They will have the ability to mark that they have responded to the technical assistance and it will be shown as follows when they have responded:
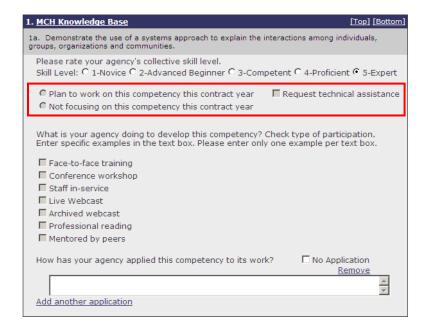

- There is a place to enter information about the Technical Assistance that you requested and if you received that assistance for each competency in which you requested Technical Assistance:
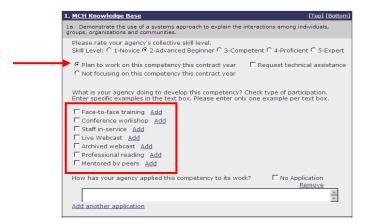
When you select who you have contacted you will get additional options regarding if you received the help or not. If you select 'No', there will be options as to why you did not receive assistance as shown in the screenshot below:
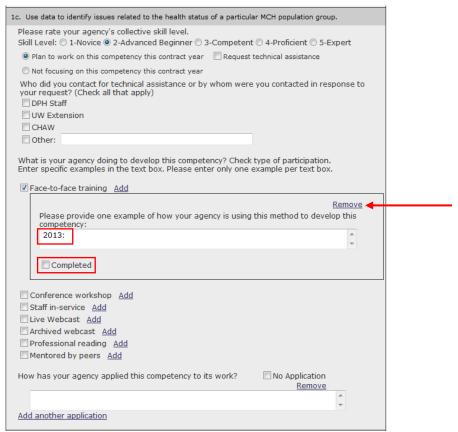

NOTE: If you enter skill level 5 those fields will not be available. Please see screenshot below:
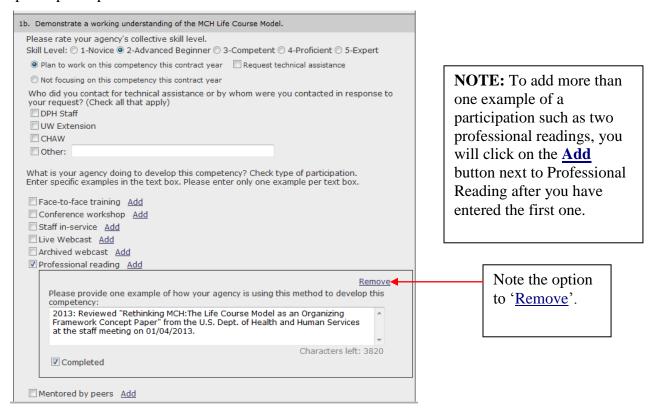
If you select '*Plan to work on this competency this contract year*' for Skill Level 1, 2, 3, or 4, you will be provided with options to enter the participation for developing the competency and will also be provided with the **Add** option to document the specifics about the participation. **NOTE:** If you select skill level 5 – Expert – the participation options will be disabled and you will not be able to check them.
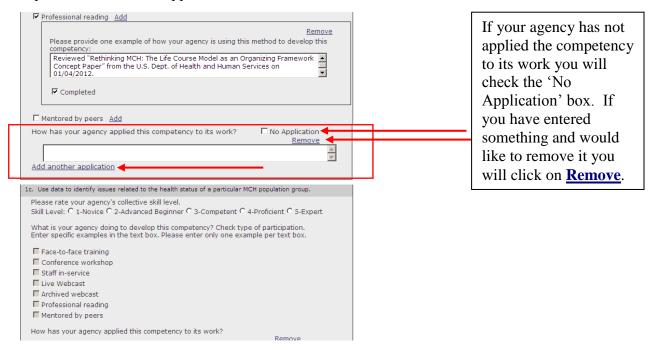

By either checking the box for the participation or clicking on **Add** next to the participation, it will give you a text box to document what you are doing to develop the competency. Once you check the box or click on **Add** and the text box appears the Contract Year will automatically appear in the text box. **Note:** If you click on **Add** first, the box for that type of participation will automatically be checked. Please provide only <mark>one</mark> example per text box of how your agency is using this participation to develop the competency. You will have 4,000 characters per text box. As you enter text it will provide you with the number of characters that you have left. When you have **completed** that participation you will need to check the 'Completed' box. You can select as many participations as you need to.

Example of participation entered:

NOTE: To add more than one example of a participation such as two professional readings, you will click on the **Add** button next to Professional Reading after you have entered the first one.
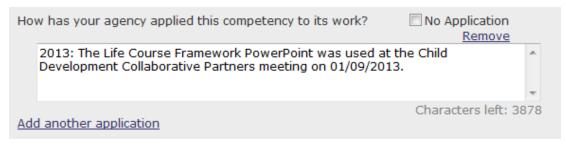
Note the option to '<u>Remove</u>'.

You can then add documentation on how your agency has applied this competency to your work. Please provide only **one** application per text box of how your agency is applying the competency to your work. You will have the option to **Add another application**. As you enter text in the box, the Contract Year will automatically appear in the text box. At times the cursor will jump in front of the year, so you will need to move the cursor behind the colon before you start typing. You will have 4,000 characters per text box. As you enter text it will provide you with the number of characters that you have left. You also have the ability to **Remove** an application. You also have the option to check "No Application".

If your agency has not applied the competency to its work you will check the 'No Application' box. If you have entered something and would like to remove it you will click on **Remove**.

NOTE: You can add an application without completing what your agency is doing to develop the competency.

Example of application entered:

Once you have entered the information don't forget to click 'Update' located at either the top or bottom of the screen. You will then be taken back to the summary screen where you will have the option to View/edit or Delete the entry.

If you try to mark the tool as 'Completed' and you have not entered a skill level (i.e. 1 – Novice, 2 – Advanced Beginner, etc.) for each competency you will get the following pop-up message:

NOTE: When a new data entry is entered for a Contract Year, the Skill Level will be copied over from the previous "Final for contract year".

You will continue to make your entries by clicking on 'Add new' which will provide you with the most recent copy of the tool that you just completed. Here is an example of what a List would look like with more than one data entry.
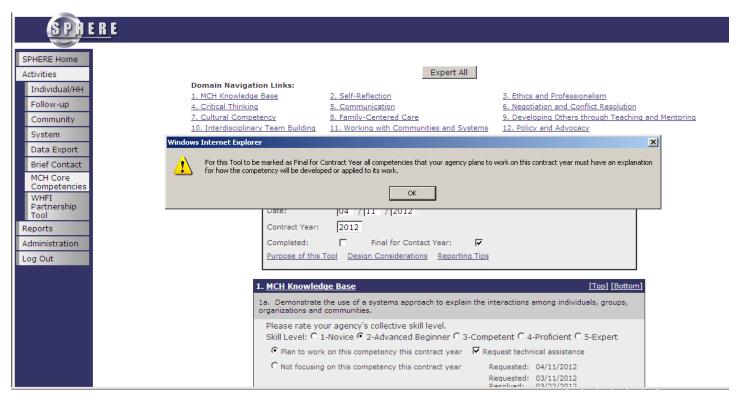

The Follow-up tab in SPHERE will be used to track the progress and provide reminders to all staff. The notice/reminders will be seen on the follow-up tab by all staff. 'Completed' must be checked to indicate when the initial is completed and the requirement has been fulfilled for the initial due date of January 31, 2013. This will also stop issuing reminders for the initial entry for the year. You will select 'Final for Contract Year' when it is completed for the Contract year to meet reporting requirements by January 31, 2014. This will also stop issuing reminders for the contract reporting deadline of January 31, 2014.
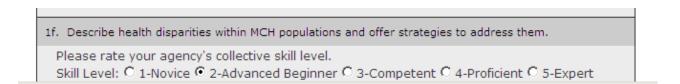
Marking 'Final for Contract Year':

In order to mark the MCH Core Competency as '**Final for Contract Year**' every competency marked as '**Plan to work on this competency this contract year**' for Skill Level 1 – Novice, 2 – Advanced Beginner, 3 – Competent, or 4 – Proficient must have entries for either how the competency will be developed or how you have applied it to your work. If you do not have that entered you will get the following message as shown in the screenshot below:

If you get that message and you click on 'OK', you will be taken to the first one you have entered that you '**Plan to work on this competency this contract year**' and do not have an entry for either how the competency will be developed or how you have applied it to your work.

If you have not entered how you are developing the competency and check 'No application' for how you are applying it to your work you will get the same message:
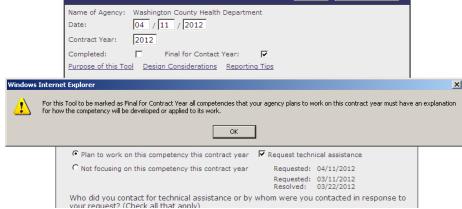
Once you have marked the MCH Core Competency Tool as '**Final for Contract Year**' you will not be able to add a new activity for the Contract Year. This is the message you will receive if you try to add a new activity and it has been marked as '**Final for Contract Yea**r':

Screenshot showing 'Final for Contract Year':

If you attempt to 'Add New' for the same Contract Year:

You will get the following message: